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CONFIDENTIAL AUG 20 1957

MEMORANDUM FOR THE RECORD

SUBJECT: Distribution of Administrative Plans

1. A review of the present Administrative Plan distribution pattern reveals the need for a drastic reduction in the number of offices which receive copies of Administrative Plans.

2. In the future, only those offices having a functional responsibility to the project involved will receive a copy of the Administrative Plan. The future distribution pattern for all Administrative Plans will be as follows:

Original (Copy #1) -	To Planning Division then Budget Division
2 Copies (Copies #2 & #3) -	DD/P Senior Staff concerned (one copy to be sent to Vital Documents)
3 Copies (Copies #4, #5, & #6 -	DD/P Operating Division or Staff responsible for the project
1 Copy (Copy #7) -	Communications Staff

(Note: The two copies remaining with the Senior Staff, and one of the three copies for the Operating Division or Staff, will be incorporated with the Project Outline in the three official project folders.)

3. Other Agency offices having legitimate communications requirements to refer to Administrative Plans may have access to a copy of the Plan from any one of the offices listed in paragraph 2 above.

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No Change in Class. ☐
☐ Declassified
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DD/S chrono

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b. In those instances where the project involved is to be administered by a Field Station or Base, the Operating Division or Staff responsible for the project will forward a sanitized version of the Administrative Plan to the Station or Base concerned.

25X1A

[redacted]

19 Aug 57
Date

ILLEGIB

AUG 20 1957
Date

Signed L. K. White

[redacted]

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DD/S distribution:
4-DD/S chrono
1-DD/S subject - Projects - Misc.
1-DD/S reading

2

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